

AUDITS

Marine Corps Administrative Analysis Team-East
GYSGT BILLMAN

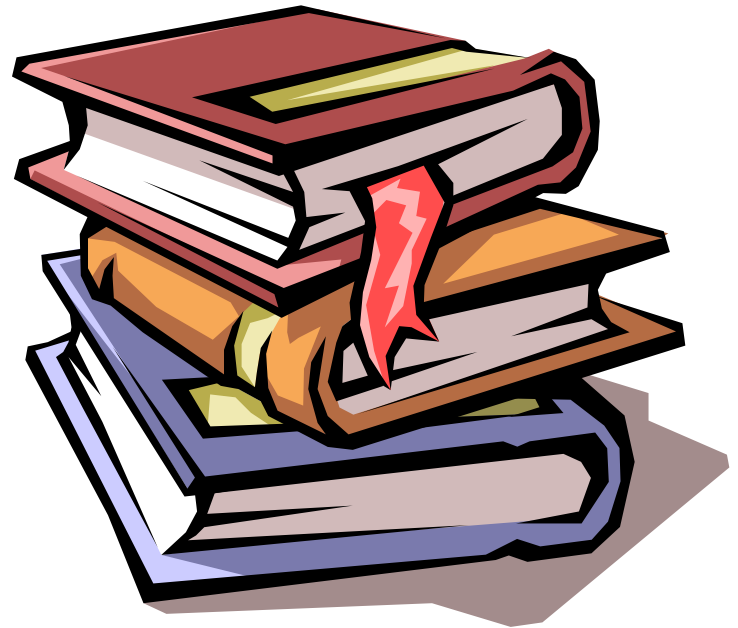
**What is the starting
point
to conduct an audit?**





“References”

- MCO P1070.12K w/ch1 (IRAM)
- MCO P1080.40C (PRIM)
- PAAN'S
- SAAN'S
- TAN'S
- SAO'S
- PAA'S
- MarAdmin's





“References”

- Copies of the current PAANs, SAANs, TANs, and SAOs are available at the following web site:
 - [HTTP://DFAS4DOD.DFAS.MIL/SYSTEMS/MCTFS/MESSAGES/INDEX.HTM](http://dfas4dod.dfas.mil/systems/mctfs/messages/index.htm)
- Pay Messages Archives:

[https://dfas4dod.dfas.mil/systems/mctfs/archives/
\[index.htm\]\(#\)](https://dfas4dod.dfas.mil/systems/mctfs/archives/index.htm)



Audit Procedures





Audit Requirements

- Accomplished to ensure accuracy, completeness, currency, and consistency of the LES, BIR, BTR, CRCR/ARCR (Res), SRB/OQR, and other source documents available.



Audit Requirements

- Commanders will designate in writing Marines authorized to conduct audits
 - Auditors must be LCpl or above
- Tables 12-1 and 12-2 of the PRIM contains checklist for BIR/BTR audits



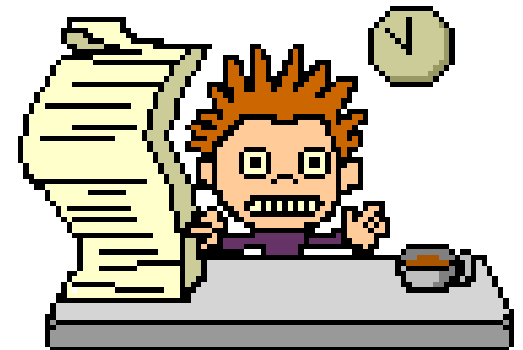
Audit Certification

- Auditor must sign and date the BIR
- Annotate UD number and date (if appl)
- All Marine's must sign BAH statement
- Reserve Marine's must sign mobilization statement yearly.



Audit Occasions

- Types of Audits required
 - The Join Process Audit
 - The Triennial Audit
 - Mobilization/Deployment Readiness Audit





Join Audits

- The Join Process Audit will be conducted
 - Joins the command
 - Joins the command DUINS excess of 20 weeks
 - Returns from TAD excess
 - Returns from FAP
 - Returns from Deployment in excess of 30 days



Join Audits

- The Join Audit consists of two stages:
 - The First Stage (Personal Contact stage)
 - LES
 - BIR/BTR
 - Option 23
 - RED
 - ROS/Performance Evaluation
 - SGLI



Reserve Join Audits

- CRCR/ARCR
- Not on A/D 31 days or more, verify all approved family members are pre-enrolled in DEERS.
- VA Form 21-8951-2 (Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances)



Most Common Errors for Stage One

- Addresses don't match btwn BIR and RED
- BAH not certified on BIR
- Not completing "has/has not" portion of BAH cert
- BTR's still being filed
- Not printing/working all required DOC's



Join Audits

- The Second Stage
 - Is the Audit of all Pay and Allowances conducted after the Marines Join has posted to MCTFS
 - This Stage does not require the Marine's presence
 - Elapsed Time (TTC 520)
- Report "Annual Screening" entry (TTC 815 000)



Most Common Errors for Stage Two

- Elapsed Time didn't post
- BAS credit for accession pipeline Marines (PAAN 44-02)
- Wrong BAH rate started
- DMR started on the wrong date



Triennial Audits

- The Triennial Annual Audit must consist of the following:
 - Be completed within 30 days of the date received
 - Contain the auditors signature and date
 - Contain an audited BIR, BTR, RED, ROS/ Performance Evaluation (FitRep), SGLI
 - Completed and signed Dependents Certification on the BIR
- Report “Annual Screening” entry (TTC 815 000)



Most Common Errors for Triennial Audits

- Not all required forms are reviewed
- Member make RED changes and unit calls it a complete audit
- Not reviewing Part IV of the DFR
- After audit is complete file the source doc's in the SRB/OQR



Mobilization/Deployment Readiness Audits

- Will be conducted by all FMF Units
 - Active and Reserve
- Schedule for Audits will be dictated by the Commands Deployment schedule
- Reserve Marines assigned to Annual (AT) Training require an audit
- Audits will be completed
 - No earlier than 30 days prior to an Active component deployment
 - No earlier than 60 days prior to a Reserve component deployment

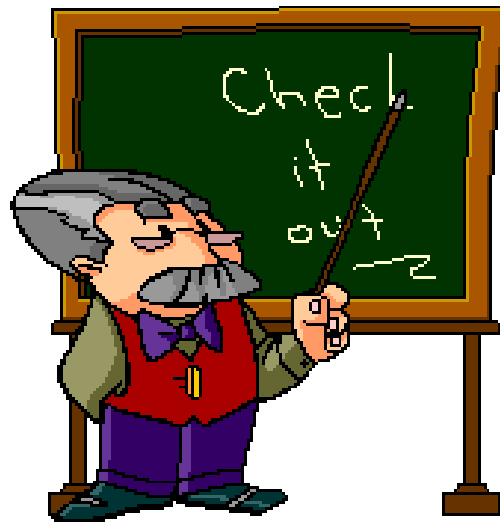
Most Common Errors for Mob/Deploy Readiness Audits



- Not completed within the timeframe
- UD entries not being reported prior to deployment.
- Who's responsible?



Training and Education





MOS Training

- Unit maintains MOS proficiency
 - Conduct comprehensive in house training program
 - Have weekly message traffic reviews
 - Through a Structured MOS Class Program
 - Through the utilization of Outside MOS proficiency training



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Questions ??

